



Obtaining a Spoken Foreign Language Court Interpreter for Court Proceedings – Courts

This chart applies to all court proceedings for which the North Carolina Judicial Branch provides an interpreter at State expense:

Magistrates: All proceedings before the magistrate

Clerk of Superior Court: All proceedings before the clerk of superior court

District Court: All criminal court proceedings, all civil court proceedings in district court, child custody and visitation mediation pursuant to G.S. 7A-494, and permanency mediation pursuant to G. S. 7B-202

Superior Court: All criminal court proceedings and all civil court proceedings

NOTE: Arbitration proceedings and mediations not specifically mentioned above are not provided a court interpreter at Judicial Branch expense.

Spanish Court Interpreter	Submit a Request for Spoken Foreign Language Court Interpreter * at least 10 business days prior to the scheduled proceeding, or as soon as the proceeding is placed on the court calendar. Requests should be submitted electronically from the website at http://www.nccourts.org/LanguageAccess .
Language Other Than Spanish (LOTS) Court Interpreter	Submit a Request for Spoken Foreign Language Court Interpreter * at least 10 business days prior to the scheduled proceeding, or as soon as the proceeding is placed on the court calendar. Requests should be submitted electronically from the website at http://www.nccourts.org/LanguageAccess .
IMPORTANT	<ul style="list-style-type: none"> ➤ Failure to provide sufficient time to secure a qualified interpreter likely will result in a delay or postponement of the court proceeding if a qualified interpreter is not available. ➤ Once services are requested, if it is determined before the court date that the case will not go forward as scheduled, please notify the local Language Access Coordinator so services can be cancelled in a timely manner (no less than 24 hours) to avoid unnecessary cancellation charges.

***TIPS FOR SUCCESSFUL SUBMISSION OF THE REQUEST:** The easiest way to use the form is to download a fresh copy to your computer, fill it out with the latest version of Adobe Reader and click the submit button at the bottom of the form. After clicking the submit button, follow the instructions to email the form. **If Adobe Reader software is not already installed on your computer, download the [most recent version of the free Adobe Reader software](#).** If you use a web browser to fill out the form, you may need to reconfigure your browser to work with Adobe Reader. Adobe offers guidelines for resolving some browser issues at <https://helpx.adobe.com/acrobat/kb/pdf-browser-plugin-configuration.html>. See also, [Help for Windows 10 users](#), [Help for Opera users](#), and [Help for Chrome users](#). If you are unable to resolve your browser issues, please complete the form, save it to your computer, and attach it to an email addressed to the LAC (uniform email format: County.Interpreter@nccourts.org), and to OLAS@nccourts.org.